

**NO RENEWALS WILL BE ACCEPTED UNLESS YOU
ARE 6 MONTHS OR LESS FROM EXPIRING!!**

Tippecanoe County Sheriff's Office
2640 Duncan Road
Lafayette, IN 47904-1076
765-423-9388 x 208 Gloria

To: All Applicants applying for Handgun Licenses **(for Tippecanoe County residents only.)**

Re: Department Procedure for above

Pursuant to Indiana State Statute regarding the issuance of firearm licenses, this Department has certain statutory obligations which it must meet. This checklist is offered to you in an effort to answer some of the questions that we are routinely asked by persons seeking these licenses.

1. This application is carboned between copies. Please use ink and press hard enough so all copies can be read. **All questions must be answered. PLEASE PRINT LEGIBLY.**
2. The **ORI** number for Tippecanoe County is as follows: **IN0790000**.
3. All applications, including renewals, must be signed and notarized. We can notarize for a \$2.00 fee.
4. **All criminal arrests must be admitted, regardless of disposition of charges**, including Driving Under the Influence, Reckless Driving and Driving While Suspended.
5. Applications for permits may be picked up at the Sheriff's Office Monday thru Friday, from 8:00 a.m. to 4:30 p.m.
6. Completed applications **must be returned to our office by the applicant** during business hours **before 4:15 pm.** **Do not mail application to the State Police.**
7. **You** need to supply the **postage stamp(s)** for the envelope. It requires at least **.63 cents in postage.** **The completed application and envelope will not be accepted without postage stamp(s).**
8. No local fees will be refunded on any application until final disposition of the license is determined by the State Police. If the State Police concur with the local recommendation of denial, then the applicant must apply for a partial refund of local fees thru the Auditor's Office, County Building, 20 N. 3rd Street.
9. Any questions regarding Handgun Licenses after you have received your applicant copy in the mail should be directed to the Firearm Licensing Section, Indiana State Police, P.O. Box 3089, Indianapolis, Indiana 46206-3089, or by telephoning (317) 232-8264. This should not be done until 60 days have expired.

*****Checklist:

- _____ **Application filled out completely and legibly**
_____ **You have postage stamp(s) on envelope. (at least .63 cents)**
_____ **** cashier's check or money order payable to the State of Indiana for state fees**
_____ **** cash (correct amount), check or money order for Sheriff's fees**
_____ **Must be notarized or we notarize for a \$2.00 fee (Please have correct amount!)**

Thank you.

**** NEW LAWS TAKE EFFECT JULY 1, 2006 on carry permit applications AND THERE WILL BE A FEE CHANGE. PLEASE READ AND FILL OUT THE SUPPLEMENTAL APPLICATION ALONG WITH THE 3 PAGE APPLICATION**.** You will also be required to be fingerprinted on a full-set card that we will provide.